

# Matt Pretty

---

251 N. Main St. #5006  
Cedarville, OH 45314

matthewpretty@cedarville.edu  
770-693-0812 (home)  
443-765-9890 (cell)

## Education

Cedarville University, Cedarville, OH  
B.A. in Technical and Professional Communication  
Minors in International Business and Bible  
Anticipated graduation date: May, 2010

## Relevant Courses

- Design of Manuals
- Technical Marketing Communications
- Principles of Marketing
- Technical Communicator in a Corporate Culture
- Portfolio Development I
- Production Tools
- Technical Communication
- Advanced Composition
- Advanced Grammar
- Designing Visual Communication
- Proofreading
- Style and Mechanics
- Technical Editing
- Web Design

## Skills

- Microsoft Word, 2007
- Microsoft Excel, 2007
- Microsoft PowerPoint, 2007
- Adobe Acrobat, 8.0
- Adobe InDesign, CS3
- Adobe Illustrator, CS3
- Adobe Photoshop, CS3
- Adobe Dreamweaver, CS3
- Writing
- Public Speaking
- HTML coding
- CSS coding

## Work Experience

### Old Mutual, Atlanta, GA – Marketing Communications Intern (6/08-8/08)

- Wrote product descriptions for external website
- Created electronic database for weekly communications
- Audited internal search engines and intranet
- Created electronic contact sheets for regional sales teams
- Edited photos using Photoshop CS3
- Brainstormed with teammates to develop ideas to market new product

### Cedarville University Engineering Department, Cedarville, OH – Student Grader (2/09-present)

- Graded lab reports for Mechanical Engineering professors
- Provided one-on-one counsel for students

### Publix Supermarket, Alpharetta, GA – Deli Clerk (5/07-present)

- Sliced deli meat for customers
- Made sub sandwiches for customers
- Cleaned and maintained slicing machines

### Klein's Supermarket, Jacksonville, MD – Deli clerk (2/05-7/06)

- Sliced deli meat for customers
- Cleaned and maintained slicing machines

## Activities

- President – Theta Rho Epsilon (3/09-present)
- Discipleship Council Member (3/09-present)
- Member/Secretary – Society for Technical Communication, Cedarville Chapter (04/08-present)
- Varsity Letter - Cedarville University baseball team (9/06-5/07)
- Discipleship Small Group Leader (9/08-present)